

PARKS AND GARDENS MAINTENANCE LEADWORKER

PURPOSE: Direct and coordinate City garden and park maintenance programs, and serve as a sidewalk snow compliance officer.

FUNCTIONAL AREAS:

1. Direct and coordinate a garden maintenance program for all City parks and gardens.
 - * A. Research and design garden landscape plans, purchase plants, and coordinate plantings.
 - * B. Assist with the coordination and construction of new and renovated park areas and structures, including playgrounds, benches, picnic tables, and restrooms.
 - C. Collect and analyze soil samples and interpret results in order to treat soil.
 - D. Decide appropriate type and quantity of fertilizer and herbicide to be applied to garden and park areas.
 - * E. Coordinate the maintenance of garden areas, including planting, pruning, irrigation, fertilization, and pest control and of park areas and structures, including refuse pickup, mowing, and graffiti removal.
 - * F. Conduct regular inspections of garden and park areas.
 - * G. Maintain a complete system of records.
 - H. Develop and monitor program budget.
 - * I. Research, write, and monitor grants and donations related to park and garden maintenance.
 - * J. Order supplies, repair parts, and materials.
2. Direct and coordinate sidewalk snow removal program and enforce City-mandated snow removal ordinance.
 - * A. Direct staff to remove snow from City-owned sidewalks.
 - * B. Perform on-site inspections of sidewalks for proper snow removal compliance.
 - C. Coordinate snow removal with contracted personnel and submit bill for services to the appropriate residence or business.
 - * D. Maintain complete records of inspections, work completed, and billing activity.
3. Organize and direct the activities of assigned personnel.
 - * A. Determine priorities, assign work, and coordinate schedules to ensure completion of work.
 - * B. Assist in the hire, transfer, suspension, or discharge of assigned personnel.
 - * C. Establish work standards and evaluate the work of employees.
 - * D. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.
 - * E. Train personnel in correct and safe operating procedures.
 - F. Recommend adjustments or other actions in employee grievances.
 - * G. Disseminate and interpret instructions provided to employees through bulletins and other communications.
4. Perform other related duties as requested.

- * A. Attend City and related community meetings in order to improve parks and gardens.
- * B. Provide assistance to local clubs, boards, committees, organizations, and other special-interest groups regarding City parks and garden activities.
- * C. Respond to citizens' inquiries, requests, and complaints.
- * D. Operate maintenance equipment, such as front-end loader, backhoe, chain saw, and sod cutter.

JOB REQUIREMENTS

Experience and License Requirements:

- ◆ A. Education and experience equivalent to a four-year degree in horticulture plus two years of experience with duties similar to those described above, including at least one (1) year of supervisory experience.
- B. Possession of a valid Minnesota Class "B" commercial driver's license or privilege by date of appointment and thereafter.
- ◆ C. Possession of a Pest Applicator's license.
- D. Certification as a Playground Safety Inspector.

Knowledge Requirements

- ◆ A. Knowledge of the methods, materials, and tools used in park and garden maintenance.
- B. Knowledge of horticultural processes related to garden maintenance.
- C. Knowledge of landscape design and construction principles.
- ◆ D. Knowledge of effective supervisory practices.

Skill Requirements:

- ◆ A. Skill in the methods, materials, and tools used in landscape design, construction, planting, and maintenance.
- ◆ B. Skill in directing and supervising the work of others.
- ◆ C. Skill in effectively communicating orally and in writing.
- D. Skill in grant writing and budget development.

Ability Requirements:

- ◆ A. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
- ◆ B. Ability to read and interpret plans, specifications, schematics, and blueprints related to the development and maintenance of gardens and park structures.
- ◆ C. Ability to estimate cost for the development of garden and park areas.
- ◆ D. Ability to perform basic mathematical calculations.
- ◆ E. Ability to work outside in all types of weather.
- ◆ F. Ability to transport oneself to, from, and around projects, programs, and public meeting sites.
- ◆ G. Ability to lift and carry supplies such as soil or planting equipment weighing up

- to 50 pounds.
- ◆ H. Ability to stoop, kneel, crouch when performing gardening duties.
- ◆ I. Ability to attend work on a regular basis.

- * Essential functions of the job.
- ◆ Job requirements necessary on the first day of work.

KG 20010130
CSB 20010206
CC 20010212
01-0123R